

DeskTopBinder V2 *Lite*

Introduction Guide

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This guide provides information about the features of DeskTopBinder V2 Lite and viewing its display. For detailed operational procedures, see DeskTopBinder V2 Lite Help.

1 Ridoc Document System

1.1 What Is Ridoc Document System?

Ridoc Document System is a collection of software that can integrate diverse types of data for management and printing. This system can manage data such as scanned image data, existing image files, and files created with various applications.

Ridoc Document System includes DeskTopBinder V2, ScanRouter V2 Professional, Ridoc Document Server and other software.

DeskTopBinder V2 alone can manage personal documents stored in your client computer. By adding extended features, you can also read and control documents stored in the In-Tray of ScanRouter V2 Lite / Professional and in the cabinet of Ridoc Document Server Pro.

In addition, networking with input/output (I/O) devices enables you to add document I/O functions. Depending on the network devices, stored documents in a document server can be captured by DeskTopBinder V2 or Ridoc Document Server Pro.

DeskTopBinder V2

DeskTopBinder V2 can integrate various kinds of data, such as files made with different applications, scanned image data, and existing image files for total document management. In addition to the file name, each document can have specific document properties. DeskTopBinder V2 has two versions: DeskTopBinder V2 Professional and DeskTopBinder V2 Lite. This guide is for DeskTopBinder V2 Lite.

ScanRouter V2

Incorporated with the DeskTopBinder delivery server, ScanRouter V2 enables you to view documents in in-trays and deliver them. DeskTopBinder delivery server must be installed in advance to operate ScanRouter V2.

1.2 Starting and Exiting DeskTopBinder V2 Lite

Starting

- 1 Click [Start], and then point to [Programs].
- 2 Point to [RICOH DeskTopBinder V2], and then click [DeskTopBinder V2].
DeskTopBinder V2 Lite starts.

Exiting

- 1 From the [File] menu, select [Exit].
DeskTopBinder V2 Lite exits.

« Note »

- If the [Display list of expired documents on exit] check box on the My Cabinet Properties dialog box is selected, the documents are searched and the Expired Document list appears when you exit DeskTopBinder V2 Lite. From the Expired Document list, you can delete unnecessary documents.

1.3 Adding Features

New network devices can be added by selecting Extended Features. These devices are displayed under the DeskTopBinder V2 Lite tree and can be used in cooperation with DeskTopBinder V2 Lite.

Using the network devices, the following operations are possible:

- Control files in a client computer with DeskTopBinder V2 Lite
- In cooperation with ScanRouter V2, view documents in the in-trays and delivering documents with DeskTopBinder V2 Lite
- Control documents in the document server

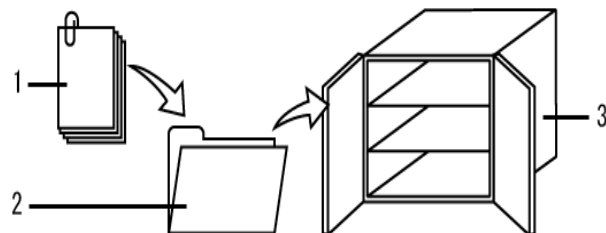
« Note »

- For more information about network devices, see Help. ("Extended Features" in "Ridoc Document system")

2 Document Management

2.1 Cabinets and Folders

Added documents are stored in a cabinet called My Cabinet. In this cabinet, you can create folders and use them to sort documents. This cabinet has a trash where deleted files and documents are placed.



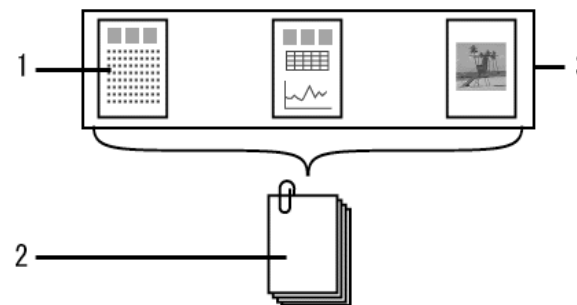
- 1. Document
- 2. Folder
- 3. Cabinet

« Note »

- When DeskTopBinder V2 Lite is installed, one My Cabinet is created. You cannot add any new cabinets.

2.2 Documents and Sections

You can add register multiple files made with various applications as one document. In this case, one file becomes one section, and one document can be composed of multiple sections.



- 1. Section
- 2. Document
- 3. Data made with applications and scanned image data

2.3 Document Properties and Document Type

Document properties, including information such as the creator, document status, and stored time, make document management easier.

The document properties displayed may differ depending on the document type. Each document can only be configured as one document type.

In addition to the basic document types, the Ridoc Document System specific document type is available. Documents added from input devices by way of ScanRouter V2 Lite / Professional can be configured as a Ridoc Document System specific document.

Document Properties of DeskTopBinder V2 Lite

Using DeskTopBinder V2 Lite, you can configure document properties for each document and confirm them using Properties. You can confirm the document name, registered date, creator, document status, and expiring date.

Document Properties and Document Type of In-Tray Documents

The document properties displayed may differ depending on the document type.
Each document delivered in the in-tray of ScanRouter V2 Lite / Professional has a specific document type depending on the capture method.

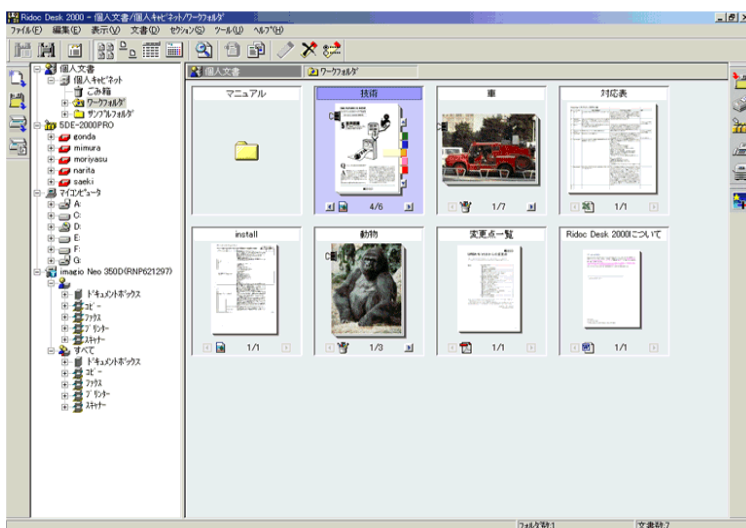
3 Using DeskTopBinder V2 Lite

3.1 Structure of DeskTopBinder V2 Lite

DeskTopBinder V2 Lite has Desk and Viewer displays.

■ Desk Display

Shows a document list. This display is used to operate DeskTopBinder V2 Lite.



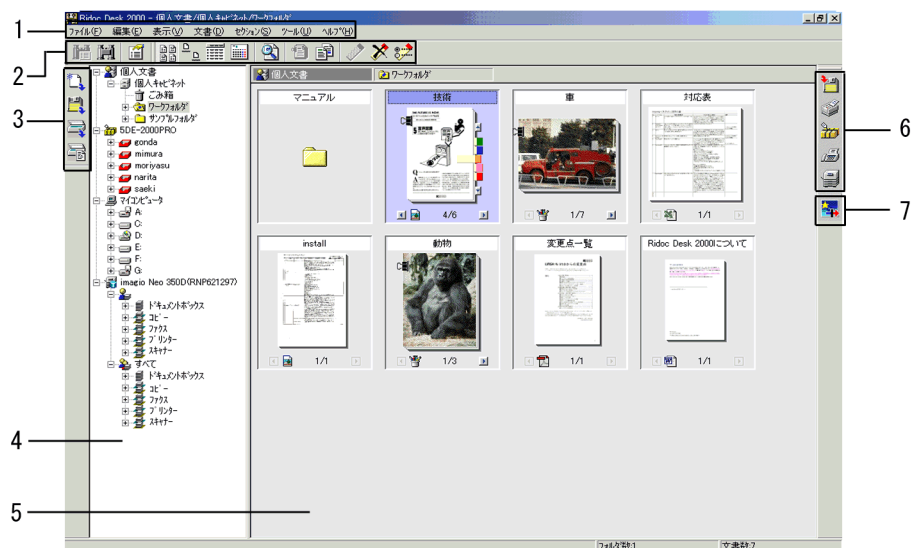
■ Viewer Display

Shows the contents of a document. This display is mainly used to edit a document.



4 Desk Features

4.1 Viewing the Desk Display



1 : Menu Bar

Use this to perform operations on the display.

2 : Standard Toolbar

Use this to perform general function operations such as searching, displaying properties, and switching views.

3 : Input Toolbar

Use this to add existing files and scanned documents.



4 : Tree Pane

Displays My Cabinet from DeskTopBinder V2 Lite and network devices added using the Extended Features function. Just after installation, only My Workroom is displayed.

5 : Document List Pane

Displays folders in a cabinet or in a folder selected from the tree, or the document list.

6 : Output Toolbar

Use this for printing and fax transmission. Except  and , functions configured using Extended Features are displayed.

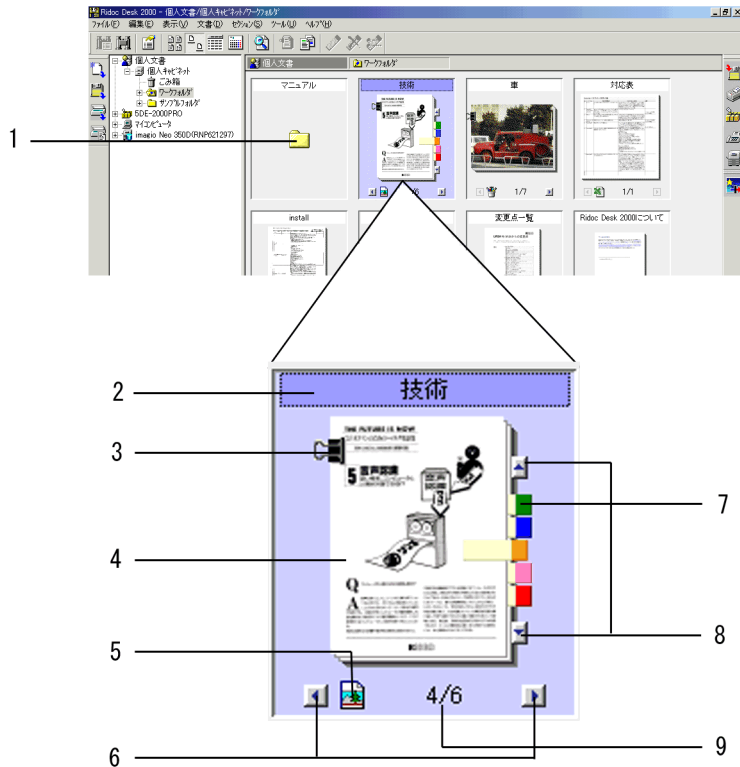
7 : Convert Toolbar

Use this to convert documents or sections into images. Convert to Image setting must be configured using Extended Features of DeskTopBinder V2 Lite.

Document View Varieties

The following views are available:

■ Thumbnails View



1 : Folder Icon

2 : Folder or Document Name

3 : Clip

When a document is composed of multiple pages, a clip is displayed.

4 : Section Thumbnail

The section thumbnail is displayed. According to the data, sometimes the thumbnail is not created.

5 : Section Icon

The application icon corresponding to the section extension is displayed.

6 : [Previous Section][Next Section] Buttons

These buttons appear when a document is composed of multiple sections. Use them to move through the sections of a document.

7 : Note

Click this to show the marked section. Double-click to display the Note Contents view.

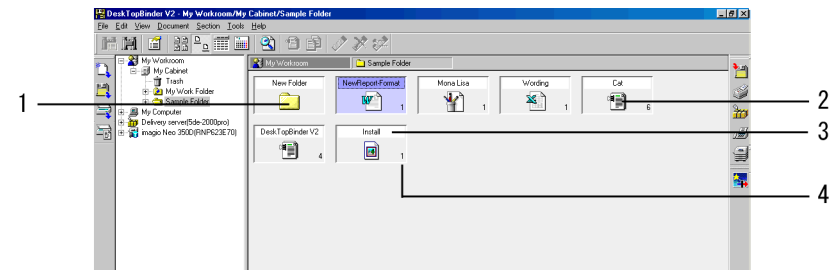
8 : Note Leaf

When six or more notes are attached to one document, only five notes are displayed, and the Note Leaf button appears. Use this button to move through the marked sections of a document.

9 : Current Section Number/Total Section Number

Shows the current section number and the total number of sections.

■ Icons View



1 : Folder Icon

2 : Document Icon

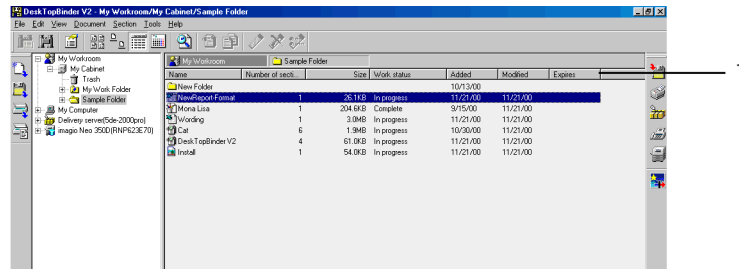
The document icon is displayed. When a document is composed of multiple sections, the icon is displayed with a clip attached.

3 : Folder or Document Name

4 : Total Section Number

Shows the total number of sections in the document

■ Details View

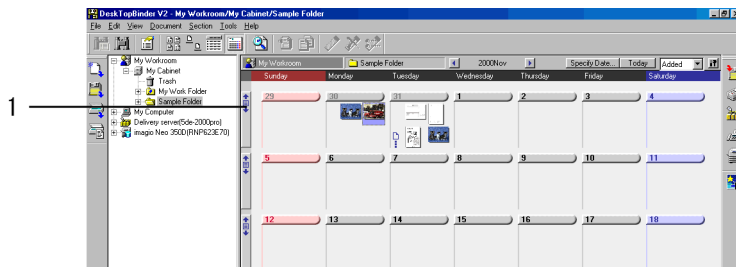


1 : Displayed Items

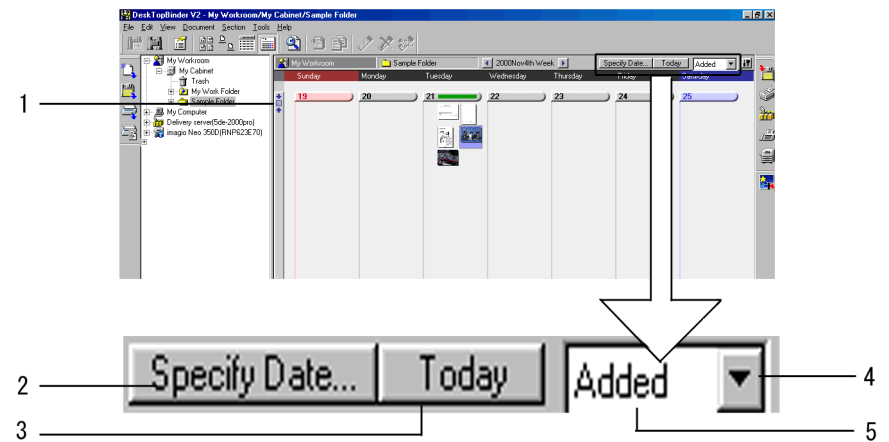
Click each item to sort documents. In addition, the documents stored in the in-tray can be displayed by document type.

■ Calendar View

▪ Monthly View



▪ Weekly View



1 : Monthly/Weekly Button

Use this to switch between the weekly and monthly calendar.

2 : [Specify Date] Button

Shows the month or week including the specified date.

3 : [Today] Button

Shows the month or week including today.


4 : Calendar Settings Button

Select Monday or Sunday as the first day of the week in the calendar.

5 : Added/Modified Date

Select to display by the added date or modified date of the document.

« Note »

- You can directly edit a folder or document name by clicking it.
- To show unread documents, the unread mark  is displayed in the Thumbnails view and is shown in red in the Details view.
- The view type and view contents may differ depending on the network devices.

4.2 Displaying Contents of a Document

The following methods are available to display the contents of a document:

■ Using Easy Viewer

Select [Easy Viewer] from the [View] menu or click the Easy Viewer button on the toolbar. Then select a document from the document list pane.

■ Using Viewer

From the [Document] menu, select [Open in Viewer].

■ Using an Application

Three methods are available:

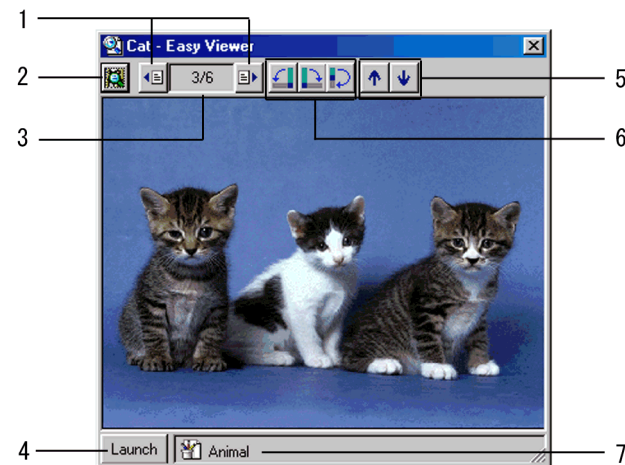
- Double-click a document composed of one section created with an application file.
- In the Thumbnails view, select a section, and then select [Open in Application] from the [Document] menu.
- In the Icon view, Details View, or Calendar View select a document containing only one section, and then select [Open in Application] from the [Document] menu.

Displaying a Document Using Easy Viewer

You can easily display the contents of a document section by section.

Click (mark), and then select a document on the document list pane.

The size of the Easy Viewer window is changeable.



1 : [Previous Section][Next Section] Buttons

Use these buttons to move through the sections of a document.

2 : [Open Viewer] Button

Use this to start Viewer. Easy Viewer is canceled.

3 : Current Section Number/Total Section Number

Shows the current section number and the total number of sections.

4 : [Launch] Button

Launches an application.

5 : [Previous Document][Next Document] Buttons

Use these buttons to move from document to document.

6 : [90° Left] [90° Right] [180°] Buttons

Use these buttons to rotate a displayed section image.

The rotated image cannot be stored.

7 : Section Name

« Note »

- Easy Viewer can display image sections only.

4.3 Controlling Documents

« Reference »

- For details, see Help.

Adding Documents

To add a document, start from the [File] menu or Input toolbar.
The following methods are available:

- Create a new file using an application
A new file created with an application is added as a document.
- Add a document from a file
An existing document is added as a document. You can use the drag-and-drop operation
- Add a document scanned using a scanner
A scanned image is added as a document.
- Add a document scanned using Easy Scan
Configure the scan-input conditions in advance. The image scanned with the Easy Scan compliant scanner is added as a document.

« Note »

- Scanner or Easy Scan settings must be configured using Extended Features.

Searching Documents

To search a document, start from the [File] menu or General toolbar.

The following methods are available:

- Specific Search
Searches with detail conditions.
- Broad Search
Searches with limited conditions.

« Note »

- This version does not support Specific Search.

Arranging Documents

The following methods are available:

- Display properties
You can check the document properties and document type.
- Create thumbnails
When section thumbnails are created, you can find and view documents in the Thumbnails view,
- Combine/Divide documents
Use to combine multiple documents or to divide multiple DeskTopBinder V2 Lite documents into one-section documents.
- Add/delete notes and changing note contents
Adding/deleting notes between a section makes document arrangement easier.
You can change the color of a note and write the comment on it.

Printing/Outputting/Converting Documents

To print, output or convert documents, start from the [File] menu, or Output or Convert Toolbar.

The following methods are available:

- Write to a file
- Print using Easy Print
- Transmit by fax
- Deliver from the Ridoc Document delivery server
- Print
- Convert to an image file

« Note »

- Easy Print, fax transmission, and fax delivery must be configured using Extended Features.
- Convert to Image is available only for image data.

4.4 Maintenance

Arranging Folders

You can create, delete, move, and change the name of folders.

Adding Features

To add features, start from the [Tools] menu.

The following features are available:

- Input functions
 - Scanner, Easy Scan
- Output functions
 - Easy Print, Send by fax, Deliver
- Convert function
 - Convert to Image
- Network functions
 - My Computer, Desk TopBinder delivery server, Document Server

Backing Up DeskTopBinder V2 Lite Cabinets and Folders

For backups, start from the [File] menu. Periodic backup and extract backup data are possible.

- Quick Backup
 - Select the folder to be backed up. From the [File] menu, select [Backup]. In the [Backup] dialog box, select the objects to be backed up. In the [Save As] dialog box, specify the name for the backup file and where the file is to be saved.
- Automatic Backup
 - Click the My Cabinet icon. The My Cabinet Properties dialog box appears. Click the [Backup] tab and make the necessary settings.
- Extract Backup Data
 - Use Windows Explorer and uncompress the file.

In the [Extract To] dialogue box, click [Browse DeskTopBinder V2 Help]. Specify the location for the file and uncompress.

« Note »

- For more information about backups, see DeskTopBinder V2 Help. (“Backup” in “DeskTopBinder V2 operation”)

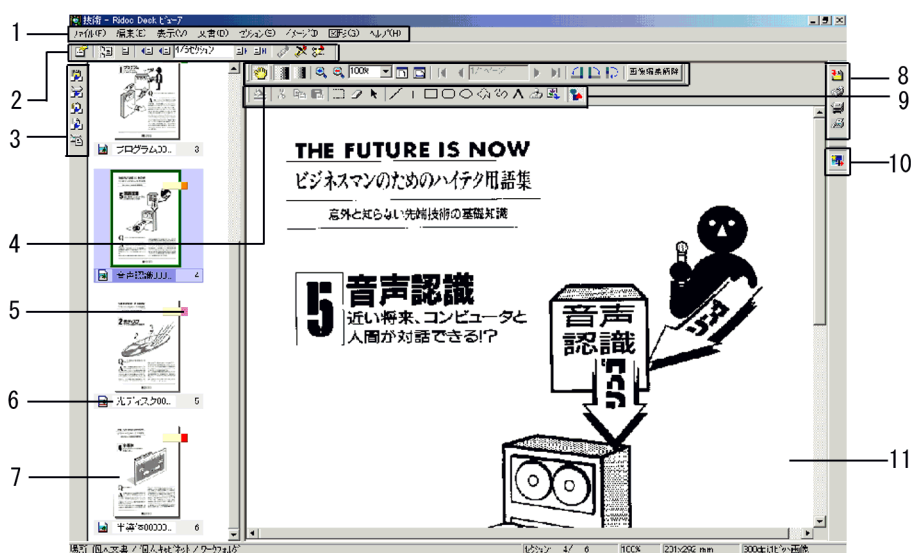
5 Viewer Features

5.1 Viewing the Viewer Display

When a DeskTopBinder V2 Lite document Is Displayed

The menu and toolbars look different depending on whether an image section or other section is displayed.

To edit an image, click [Edit Image] from the Section menu or Image View toolbar.




- 1 : Menu Bar
Use this to perform operations on the display.
- 2 : General Toolbar
Use this to perform general function operations such as switching sections and adding notes.
- 3 : Input Toolbar
Use to add existing files and scanned documents.
- 4 : Image View Toolbar
Use to zoom in, zoom out, or rotate an image.
- 5 : Note
- 6 : Section Name
- 7 : Section List Pane
- 8 : Output Toolbar
- 9 : Edit Image Toolbar
- 10 : Convert Toolbar
- 11 : Section Pane


5 : Note
Use this to attach or delete a note, or to change the note contents.

6 : Section Name
Use this to change the section name.

7 : Section List Pane
The section thumbnail list in a document is displayed.

8 : Output Toolbar

Use this for printing and fax transmission. Except  and

, functions configured using Extended Features are displayed.

9 : Edit Image Toolbar
Use this to draw lines, polygons and circles on an image.

10 : Convert Toolbar
Use this to convert documents or sections to images. Convert to Image setting must be configured using Extended Features of DeskTopBinder V2.

11 : Section Pane
The contents of the currently selected section are displayed. Only image sections can be displayed.

« Note »

- The Image View toolbar appears only when an image section is displayed.

5.2 Managing Sections

« Reference »

- For more information, see Help.

Changing the Section Order

To change the section order, start from the menu, or move a section thumbnail from a thumbnail pane using a drag-and-drop operation.

Inserting/Replacing a Section

To insert/replace a section, start from the [File] menu. The types of data you can insert/ replace are:

- Data imported from a file
- Image data scanned with a scanner
- Clipboard images
- Data captured from added documents
- Image data scanned using Easy Scan

« Note »

- To use a scanner or Easy Scan to insert or replace a section, you must first configure them using Extended Features.

Printing/Outputting/Converting a Section

To print, output or convert a section, start from the [File] menu, the Output toolbar or Convert toolbar.

The following methods are available:

- Write to a file
- Print with Easy Print
- Fax transmission
- Print
- Convert to an image file

« Note »

- To use Easy Print or fax transmission, you must first configure them with Extended Features.
- Convert to Image is available only for image data.

Editing an Image Section

To edit an image, click [Edit Image] from the Section menu or the Image View toolbar.

To draw a figure, start from the [Graphics] menu or Drawing toolbar.

The followings are available for editing an image.

- Insert Text
- Stamp
- Insert Illustration
- traight Lines
- Horizontal/Vertical Lines
- Squares/Rectangles
- Rounded Rectangles
- Ovals
- Polygons
- Freehand

